

CONFIDENTIAL

Security Information

OFFICE OF RESEARCH AND REPORTS

24 July 1952

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SUBJECT : Institution of RR Career Service Board

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REFERENCE:

1. Pursuant to Tab B, Section III of reference, the ORR Career Service Board will be composed of the following:

a. Permanent Members - The Assistant Director; the Deputy Assistant Director-Executive, Chairman; the Training Liaison Officer, and the Chief of the Administrative Staff.

b. Rotating Members - There will be at all times three rotating members, including at least one woman, selected by roster from Office units. Initial designations are: Dr. O. E. Guthe, Deputy Assistant Director-Geography; Mr. E. W. Lafferty, Chief, Industrial Division; and Mrs. Phyllis E. Beach, Administrative Assistant to the Assistant Director.

c. Secretariat - The Chief, Administrative Staff, will provide such secretarial support as may be found necessary.

2. Roster of rotating members will be published later.

3. The responsibilities of this Board are as outlined in Tab B, Section III, C., of reference.

4. The ORR Career Service Board will meet on call of the Chairman.

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ROBERT AMORY, JR.  
Assistant Director

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